



State of Arizona  
**Department of Education**

**Tom Horne**  
Superintendent of  
Public Instruction

FD 21-07

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**MEMORANDUM**

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**TO:** Food Distribution Program Participants

**FROM:** Mary Szafranski, Deputy Associate Superintendent  
Arizona Department of Education, Health and Nutrition Services

Tina Herzog, Food Distribution Program Director  
Arizona Department of Education, Food Distribution Program

**DATE:** January 22, 2007

**SUBJECT:** Administrative Fees

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Effective January 2007, all commodities delivered via direct ship by all processors will be assessed an administrative fee of \$.15 per case. This fee needs to be collected per United States Department of Agriculture (USDA) regulation 250.15 Financial Management.

An invoice will be prepared and sent out to all sponsor by Arizona Department of Education (ADE). Payment is required within 30 days and will be assessed a 1.5% late fee after 60 days. If payment is not received by these dates, a hold status will occur with all commodities and reimbursement claims.

If you have any questions or concerns please feel free to contact Tina Herzog at (602) 542-8781, Leona Benally at (602) 364-1965, or Dawn Irvine at (602) 364-0714.

*This institution is an equal opportunity provider.*

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